

4.0 Electronic Equipment

Energy Efficiency, Materials Efficiency, and Toxics Reduction through Procurement, Use, and End-of-Life Management

We shall minimize environmental impacts through increased energy efficiency, materials efficiency, and toxics reduction in our purchase, use, and end-of-life management of electronic equipment. Electronic equipment includes computers, monitors, servers, printers, copiers, fax machines, multifunction machines, televisions, and related office equipment.

This policy applies to the Cal/EPA headquarters building and satellite offices. The BDOs of Cal/EPA commit to:

- Purchase Energy Star compliant or more efficient alternative equipment and maintain activation of energy conservation features.
- Implement the *Guidelines for Procurement, Use, and End-of-Life Management of Electronic Equipment* developed by the California Integrated Waste Management Board and Department of General Services (<http://www.ciwmb.ca.gov/Electronics/>) through coordination with purchasing, information technology, property controllers, and business services staff and managers.
- Establish and annually update Agency-wide Information Technology Standards to improve human productivity and reduce negative environmental impacts.
- Review and revise BDO-specific procedures and model language for developing procurement and service contracts for electronic office equipment.

Three major categories of environmental attributes will be considered in managing the purchase, use, reuse, recycling, and disposal of electronic equipment:

1. Energy Efficiency—product design, equipment set-up
2. Materials Efficiency—reduced packaging, extended product lifetime, materials use reduction (paper, ink, etc.), increased recycled content of components or materials, designed for ease of recycling and reuse at end of life
3. Toxics Reduction—manufacturer's practices, end of life management, direct product emissions